

POLICY 5.00 SOFTWARE USAGE

Only software authorized by the Office for Information Resources (OIR) is permitted in the information resource environment.

PURPOSE:

To ensure copyright compliance in the State's environment.

REFERENCE:

Tennessee Code Annotated, Section 4-3-5501, effective May 10, 1994

OBJECTIVES:

1. Promote the safeguarding of assets from exposure to unauthorized software use or misuse.
2. Protect the state from the use of flawed or incompatible software.
3. Ensure software interoperability.
4. Define user responsibilities for software usage.
5. Promote the safeguarding of information technology resources in a cost effective manner such that the cost of security is commensurate with the value and sensitivity of the resources.

SCOPE:

The scope includes all information resource assets from the standalone workstation to the most sophisticated networked asset.

IMPLEMENTATION:

Office for Information Resources (OIR)

1. Develop and implement standards, procedures and guidelines for software acquisition, testing and installation.
2. Assign responsibility for software compliance.
3. Perform periodic inventories of installed software to ensure compliance with laws, regulations and standards.

Agency

1. Implement software procedures, rules and guidelines conforming to State standards, procedures, and guidelines.
2. Assign an individual software compliance responsibility.
3. Perform periodic inventories of installed software to ensure compliance with State standards, procedures and guidelines and remove unauthorized software.

4. Refrain from implementing agency procedures, processes or practices that would expose networked information resources to unnecessary or unauthorized risks from compromised software compliance.

Individual Users/Clients

1. Adhere to statewide and/or agency software policy, standards, procedures and guidelines.
2. Refrain from behaviors that would expose networked information technology resources to unnecessary or unauthorized risks, including the failure to comply with software copyright restrictions.